

# state contracting checklist



## REGISTER

- ☐ Register your business at [www.buy4michigan.com](http://www.buy4michigan.com), the State of Michigan's bid posting website.
- ☐ Dedicate 15 minutes of uninterrupted time.
- ☐ Register banking information for payment via EFT at [www.michigan.gov/cpexpress](http://www.michigan.gov/cpexpress). (Help Desk 888-734-9749).

## PREPARATION & RESEARCH

- ☐ Research what DTMB-Procurement currently buys – View current contracts valued at \$25,000+ online at [www.michigan.gov/micontractconnect](http://www.michigan.gov/micontractconnect), select *DTMB-Procurement Contract List*
- ☐ For contracts under \$25,000, contact the individual State department buyers at [www.michigan.gov/micontractconnect](http://www.michigan.gov/micontractconnect), select *"Contact Us,"* then select *"State Agency Buyer List"* at the bottom of the page.
- ☐ Sign up to receive DTMB-Procurement's Upcoming Bid List at [www.michigan.gov/micontractconnect](http://www.michigan.gov/micontractconnect).
- ☐ Attend a State contracting vendor outreach event. Go to [www.michigan.gov/micontractconnect](http://www.michigan.gov/micontractconnect), and select *"Event Calendar"* on the homepage. Alternatively, go to the same website and view the online training versions by selecting *"Contracting 101 Tutorial,"*.
- ☐ Obtain copies of past bid responses and bid evaluation synopses through the Freedom of Information Act. [www.michigan.gov/micontractconnect](http://www.michigan.gov/micontractconnect), select *"Vendor Information,"* then go to *"Freedom Of Information Act"* under *"Prepare and Research."*
- ☐ Share any new and innovative products and services in the Vendor Gateway portal [www.michigan.gov/vendorgateway](http://www.michigan.gov/vendorgateway).

## FIND OPPORTUNITIES

- ☐ Bookmark the State of Michigan bid posting website for easy access. [www.buy4michigan.com](http://www.buy4michigan.com)
- ☐ Review all solicitation documents and attachments.
- ☐ Check back for updates and additional attachments regularly until the bid is due.
- ☐ Direct your questions to the buyer by the Q&A deadline.

## BID

- ☐ Be competitive, be complete and be timely.
- ☐ Typically, solicitations are posted online for two to eight weeks, making the preparation and research step very important.
- ☐ Some solicitations can be posted online up to six months before the current contract expiration date, others only two weeks.

## DEBRIEF

- ☐ Schedule a follow-up discussion with the buyer to discover how your proposal could have been stronger.

## TIPS & RESOURCES

- ☐ Feel free to contact us, so that we may answer your questions about State bids and contracts.
- ☐ Contact the MEDC's Pure Michigan Business Connect for business resources [www.michiganadvantage.org/Business-Connect](http://www.michiganadvantage.org/Business-Connect)
- ☐ Contact your Procurement Technical Assistance Center (PTAC) [www.ptacsofmichigan.org](http://www.ptacsofmichigan.org).
- ☐ Contact your Small Business Development Center (SBDC) [www.sbdcmichigan.org](http://www.sbdcmichigan.org).
- ☐ Contact VetBiz Central at [www.vetbizcentral.org](http://www.vetbizcentral.org) for resources for veteran-owned companies.

To learn more about opportunities to do business with the State of Michigan, visit our website at:

**[www.michigan.gov/micontractconnect](http://www.michigan.gov/micontractconnect)**

or email us at **[DTMB-micontractconnect@michigan.gov](mailto:DTMB-micontractconnect@michigan.gov)**